

Minutes of the meeting of the Lower Heyford Parish Council held on

Thursday 17th September 2015 at 7.00 pm in the Church

Present: - Mr Macnamara (JJ) (Chair), Mrs. Ball (DB) (Vice Chair), Mr Mortimore (CM), , Mr. Eggeling (BE) , Mr. Thompson (LT)

Members of the public : Mr. Humberstone

In attendance: Cathy Fleet (CF) [Clerk]

01.09.15 Apologies: Apologies had been received from Mr. Dare (DD)

02.09.15 Declarations of Interest : There were no declarations of interest

03.09.15 Minutes of the last meeting held on 16th July 2015 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

04.09.15 Public Participation . The sole member of the public present was invited to participate at any time.

05.09.15 Clerk's Report

- Flooding at Portway reported again and work is in progress
- Defibrillators ordered
- Conclusion of Audit received from BDO

06.09.15 Actions from previous meeting

NO	ACTION	Actioned by :
06.15.07	BE to order 20's Plenty road signs. These have now been installed and are proving to be an effective deterrent to speeding drivers	
	DD/Clerk to progress grass cutting contract - Agenda item	DD/CF
	JJ to contact director of Highways requesting that LHPC to consulted when road closures are proposed . Still outstanding	JJ
06.15.08	Clerk to draft Child Protection Policy for September meeting . Deferred to October meeting	CF
06.15.10	DD/BE/CM to install SID This had now been installed	DD/BE/CM
06.15.11	All to provide clerk with photos and resumé for website. BE and CF profiles appear on the website. All to provide Clerk with profile	All
06.15.12	Playground grasscutting, maintenance and committee to be on September Agenda	CF

07.09.15 Highways/Footpaths

- The flooding at Portway previously reported is now being dealt with and work is in progress
- **Winter salt supplies** - Clerk to complete pro forma from OCC requesting that the bins be filled up but that no further supplies are required as there is a stock at the boatyard
- **Grasscutting contract** - an email had been received from DD saying that he wanted to hand over the grass cutting project due to other commitments. It was agreed that CF would take on the project. It was further agreed that Mark Probbitts

should be appointed as contractor for 2016/17 with a contract to be renewed if satisfactory. CF will :

- Obtain all paperwork from DD
- Draft a contract for Mark Probbitts and circulate to councillors
- Act as Line Manager

ACTION : CLERK

08.09.15 Defibrillator - These have now been received and are being stored in DD's (empty) flat but he wishes them to be removed by the end of the month. It was agreed that BE and CM would remove them and possibly store them at BE's house and CM will liaise with the landlords of both pubs and install the machines.

ACTION : CM/BE

09.09.15 Possible councillor vacancy - PT's house is for sale and she may be moving away. No further details and no action required.

10.09.15 Meetings JJ had attended the forum meeting of the Mid Cherwell Neighbourhood Plan (MCNP). Ardley with Fewcott are continuing to act as lead parish, but an executive consisting of Steeple Aston, Upper Heyford and Middleton Stoney has been formed to carry out the bulk of the work and report to Ardley with Fewcott. At the meeting the draft plan provided by Pegasus was discussed, particularly the format and the input required from villages. This plan is password protected and not available for publication. JJ will continue to attend the Executive meetings and encouraged councillors to attend working group meetings if they were able to, and it was reinforced that LHPC's main concern is protection from housing and protection from traffic. The Executive will be appointing an administrator, the cost of which will be borne by all the villages involved (likely to be in the region of £250pa per village) which should be considered when budgeting for the next financial year.

11.09.15 LHRINC The next meeting of the Charity is on 7th December

12.09.15 Playground - PT has approached the charity for assistance with funding for grasscutting in the playground and wished to know if the PC were prepared to contribute. It was agreed in principle subject to costs. CF to pass PT's contact details to Mark Probbitts in order for him to provide a quote. LT reported that some of the playground equipment is beginning to rust and requires attention, PT to investigate and report to supplier. PT confirmed the names of the members of the Playground committee and will provide CF with their contact details for her records .

ACTION : PT/CLERK

13.09.15 Planning - the following Planning applications had been received

15/01028/LB Owls Nest Market Square - replacement doors & windows - APPROVED

15/00944/F White Horse Cottage - ancillary outbuilding - APPROVED

15/00262/TCA Owls Nest Market Square - Notice of Intent of Treework - APPROVED

15/00246/TCA Notice of Intent of treeworks 17 Freehold Street

15/01344/F Erection of detached dwelling and garaging with access parking and amenity space at land to the rear of May House, Station Road

14.09.15 Finance - The following accounts were approved for payment :

Payee	Detail	Amount	Cheque No
CDC	Dog bins	192.19	500328
BDO	Audit	156.00	500329
WEL Medical	Defibrillators	3316.20	500330
CW Technologies	20s plenty signs	383.04	500331
Cathy Fleet	Clerk expenses	76.64	BACS

The audit had been concluded successfully by BDO and the notice to that effect will be put on the noticeboards.

The meeting closed at 8pm

Other matters

- JJ reported that a collapsing wall near the canal had been reported to him by Roger Bowen who had had no success in getting it repaired. JJ has reported it to the Canal & River Trust who will carry out repairs
- Clerk will investigate if it is possible to prevent 'For Sale' signs being routinely erected in the village
- Clerk to investigate if there is a recommended alternative to circulating planning applications as hard copies in an envelope.

Date of next meeting : 15th October 2015

Signed Mr J J Macnamara Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
06.15.07	JJ to contact director of Highways requesting that LHPC to consulted when road closures are proposed	JJ
06.15.08	Clerk to draft Child Protection Policy for October meeting	Clerk
07.09.15	Clerk to complete and return salt requirement proforma	Clerk
	Clerk to obtain all paperwork regarding grass cutting from DD, draft a contract for Mark Probbitts and circulate to all councillors	Clerk
09.08.15	BE/CM to remove the defibrillators from DD's flat. CM to liaise with landlords of pubs and install the machines	BE/CM
12.09.15	PT to contact supplier regarding rusting play equipment. PT to provide Clerk with contact details for members of Playground Committee	PT
	Clerk to provide PT with contact details for Mark Probbitts	Clerk